

NOTICE TO OFFERORS

EFFECTIVE JULY 1, 2003

THE STATE PROCUREMENT OFFICE HAS

DISCONTINUED PLACING PROCUREMENT NOTICES IN THE NEWSPAPER

FOR CHAPTER 103D, HAWAII REVISED STATUTES, PROCUREMENTS.

Pursuant to HAWAII ADMINISTRATIVE RULES §3-122-24, Chapter 103D procurement notices will be placed on the Internet at:

<http://www2.hawaii.gov/bidapps/>

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NOTICE TO INTERESTED PARTIES

This solicitation is provided to you for information purposes only and **is not an official document**. If submitted as an offer, the State Procurement Office (SPO) will not accept it as a valid offer. It will be automatically rejected **and will not be considered for award**.

To obtain an official copy of the solicitation (evidenced by the procurement officer's signature), including any addenda to the document, interested party must contact the SPO, telephone (808) 586-0573; facsimile (808) 586-0570; or by e-mail at robert.zamarron@hawaii.gov. Please provide name of company, address, phone number, fax number, and name of contact person. Unless party provides the SPO with its Fedex (or equivalent) account number, the document will be sent by U.S. Postal Service first class mail.



STATE PROCUREMENT OFFICE

LEGAL AD DATE: January 12, 2004

INVITATION FOR BIDS
No. IFB-04-045-O

SEALED OFFERS
FOR
Furnishing Coconut and Other Palm Trimming
At Various Oahu Schools
Department of Accounting and General Services
Central Services Division

WILL BE RECEIVED UP TO AND OPENED AT 2:00 P.M. (HST) ON
JANUARY 23, 2004

IN THE STATE PROCUREMENT OFFICE, KALANIMOKU BUILDING, 1151 PUNCHBOWL STREET, ROOM 416, HONOLULU, HAWAII 96813. DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO MRS. DONN TSURUDA-KASHIWABARA, TELEPHONE (808) 586-0565, FACSIMILE (808) 586-0570 OR E-MAIL AT donna.tsuruda-kashiwabara@hawaii.gov.

Justin Fo
Acting Procurement Officer

IFB-04-045-O

Name of Company

**FURNISH COCONUT AND OTHER PALM TRIMMING
AT VARIOUS OAHU SCHOOLS
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
IFB-04-045-O**

Procurement Officer
State Procurement Office
State of Hawaii
Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Terms and Conditions, dated September 1, 1995, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check ☒ one only)**

- ☐ A **Hawaii business** incorporated or organized under the laws of the State of Hawaii;
OR
☐ A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: _____

Offeror is:

- ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture
☐ Other _____

Federal I.D. No.: _____

Hawaii General Excise Tax License I.D. No.: _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____

(x) _____

Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____

Name and Title (Please Type or Print)

E-mail Address: _____

* _____
Exact Legal Name of Company (Offeror)

*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The following bid is hereby submitted for providing coconut and other palm trimming services for various schools on Oahu, as specified herein:

NOTE: TWO AWARDS SHALL BE MADE FOR THIS SOLICITATION. ONE AWARD SHALL BE FOR GROUP I (HONOLULU DISTRICT SHOOOLS), AND ONE AWARD SHALL BE FOR GROUP II (CENTRAL, LEEWARD AND WINDWARD DISTRICT SCHOOLS). ONE OFFEROR SHALL NOT BE AWARDED MORE THAN ONE GROUP. OFFEROR SUBMITTING OFFERS FOR BOTH GROUPS SHALL INDICATE BELOW THE GROUP THE OFFEROR PREFERS THE STATE TO AWARD, IF OFFEROR IS THE LOWEST RESPONSIVE OFFEROR FOR BOTH GROUPS. OFFERORS NEED NOT BID ON BOTH GROUPS; HOWEVER, OFFEROR MUST BID ALL SCHOOLS WITHIN A GROUP TO QUALIFY FOR AWARD.

OFFEROR TO CHECK ONE ONLY:

GROUP I - HONOLULU DISTRICT SCHOOLS _____

GROUP II - CENTRAL, LEEWARD AND WINDWARD DISTRICT SCHOOLS _____

GROUP I - HONOLULU DISTRICT SCHOOLS

1. Provide unit and total prices for all three trim dates.

First trim date is February 16, - March 5, 2004.

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	529	\$	\$
2.	Date	3	\$	\$
3.	Royal	334	\$	\$
4.	Loulu	73	\$	\$
5.	Manila	21	\$	\$
	Total - First Trim			\$

Second trim date is June 14 - July 2, 2004

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	529	\$	\$
2.	Date	3	\$	\$
3.	Royal	334	\$	\$
4.	Loulu	73	\$	\$
5.	Manila	21	\$	\$
	Total - Second Trim			\$

Third trim date is October 11 - October 29, 2004.

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	529	\$	\$
2.	Date	3	\$	\$
3.	Royal	334	\$	\$
4.	Loulu	73	\$	\$
5.	Manila	21	\$	\$
	Total - Third Trim			\$

**TOTAL SUM BID FOR ALL THREE TRIM DATES FOR
GROUP I - HONOLULU DISTRICT SCHOOLS:**

\$ _____

Offeror _____

Name of Company

Employees performing services. (Offeror shall list employee's name and their position titles/descriptions for evaluation purposes.)

[illegible]

List of Vehicle/Equipment. (Offeror shall list type of vehicle/equipment to be used to provide services. Provide license number for vehicle and equipment. If a license number is not available, offeror shall use letters (A, B, C, etc.) to designate different equipment; i.e. wood chipper A, wood chipper B, etc.)

[illegible]

<u>Position Title</u>	<u>No. of Workers</u>	<u>Estimated Labor Hours</u>	<u>Wage Rate</u>	<u>Total</u>
Tree Trimmer-Truck Driver	_____ x	_____ x	13.17	= _____
Tree Trimmer	_____ x	_____ x	14.27	= _____

Total Bid Price: \$

IFB-04-045-O

GROUP II - CENTRAL, LEEWARD AND WINDWARD DISTRICT SCHOOLS

1. Provide unit and total prices for all three trim dates.

First trim date is March 1 - March 19, 2004

CENTRAL DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	106	\$	\$
2.	Date	3	\$	\$
3.	Royal	152	\$	\$
4.	Loulu	55	\$	\$
5.	Queen	4	\$	\$
6.	Alexander	5	\$	\$
	Total - First Trim CENTRAL DISTRICT			\$

LEEWARD DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	124	\$	\$
2.	Royal	58	\$	\$
3.	Loulu	32	\$	\$
4.	Washingtonia	1	\$	\$
	Total - First Trim LEEWARD DISTRICT			\$

WINDWARD DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	177	\$	\$
2.	Royal	73	\$	\$
3.	Loulu	11	\$	\$
4.	Manila	11	\$	\$
	Total - First Trim WINDWARD DISTRICT			

**TOTAL BID FOR FIRST TRIM FOR GROUP II – CENTRAL,
LEEWARD AND WINDWARD DISTRICT SCHOOLS:**

\$ _____

Offeror _____

Name of Company _____

Second trim date is June 28 - July 16, 2004.

CENTRAL DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	106	\$	\$
2.	Date	3	\$	\$
3.	Royal	152	\$	\$
4.	Loulou	55	\$	\$
5.	Queen	4	\$	\$
6.	Alexander	5	\$	\$
	Total - Second Trim CENTRAL DISTRICT			\$

LEEWARD DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	124	\$	\$
2.	Royal	58	\$	\$
3.	Loulou	32	\$	\$
4.	Washingtonia	1	\$	\$
	Total - Second Trim LEEWARD DISTRICT			\$

WINDWARD DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	177	\$	\$
2.	Royal	73	\$	\$
3.	Loulou	11	\$	\$
4.	Manila	11	\$	\$
	Total - Second Trim WINDWARD DISTRICT			

**TOTAL BID FOR SECOND TRIM FOR GROUP II - CENTRAL,
LEEWARD AND WINDWARD DISTRICT SCHOOLS: \$_____**

Offeror _____

Name of Company _____

Third trim date is October 25 - November 12, 2004.

CENTRAL DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	106	\$	\$
2.	Date	3	\$	\$
3.	Royal	152	\$	\$
4.	Loulu	55	\$	\$
5.	Queen	4	\$	\$
6.	Alexander	5	\$	\$
	Total - Third Trim CENTRAL DISTRICT			\$

LEEWARD DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	124	\$	\$
2.	Royal	58	\$	\$
3.	Loulu	32	\$	\$
4.	Washingtonia	1	\$	\$
	Total - Third Trim LEEWARD DISTRICT			\$

WINDWARD DISTRICT

Item No.	Description	No. of Palms	Bid Price per Palm	Total Bid Price
1.	Coconut	177	\$	\$
2.	Royal	73	\$	\$
3.	Loulu	11	\$	\$
4.	Manila	11	\$	\$
	Total - Third Trim WINDWARD DISTRICT			

**TOTAL BID FOR THIRD TRIM FOR GROUP II - CENTRAL,
LEEWARD AND WINDWARD DISTRICT SCHOOLS:** \$ _____

**TOTAL SUM BID FOR ALL TRIMS FOR GROUP II –
CENTRAL, LEEWARD AND WINDWARD DISTRICT SCHOOLS:**

\$ _____

Offeror _____

Name of Company _____

2. Provide the following information:

Employees performing services. (Offeror shall list employee's name and their position titles/descriptions for evaluation purposes.)

EMPLOYEE NAME	POSITION TITLE/DESCRIPTION

List of Vehicle/Equipment. (Offeror shall list type of vehicle/equipment to be used to provide services. Provide license number for vehicle and equipment. If a license number is not available, offeror shall use letters (A, B, C, etc.) to designate different equipment; i.e. wood chipper A, wood chipper B, etc.)

[illegible]

<u>Position Title</u>	<u>No. of Workers</u>		<u>Estimated Labor Hours</u>		<u>Wage Rate</u>		<u>Total</u>
Tree Trimmer-Truck Driver	_____	x	_____	x	13.17	=	_____
Tree Trimmer	_____	x	_____	x	14.27	=	_____

Total Bid Price: \$_____

IFB-04-045-O

**THE FOLLOWING INFORMATION SHALL BE APPLICABLE FOR SERVICES PERFORMED
IN GROUP I - HONOLULU DISTRICT SCHOOLS AND GROUP II - CENTRAL, LEEWARD
AND WINDWARD DISTRICT SCHOOLS:**

Hawaii Type C-27 or C-27-B License No.: _____

Insurance coverage is carried by, if applicable:

	<u>Carrier</u>	<u>Policy No.</u>	<u>Agent</u>
Commercial General Liability:	_____	_____	_____
Automobile Liability:	_____	_____	_____
Worker's Compensation:	_____	_____	_____
Temporary Disability:	_____	_____	_____
Prepaid Health Care:	_____		

Unemployment Insurance: State of Hawaii, Dept. of Labor No. _____

Current On-Going Contracts. Offeror shall list government and private sector contracts which Offeror is currently working on:

Listed below are the names and addresses of government agencies and/or companies for whom the Offeror has provided or is currently providing tree trimming services as specified herein:

<u>Name of Firm</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Offeror _____

Name of Company _____

WAGE CERTIFICATE
FOR SERVICE CONTRACTS
(See Special Provisions)

Subject: IFB/RFP No.: IFB-04-045-O

Title of IFB/RFP: FURNISHING COCONUT AND OTHER PALM TRIMMING AT
VARIOUS OAHU SCHOOLS, DEPARTMENT OF
ACCOUNTING
AND GENERAL SERVICES, CENTRAL SERVICES DIVISION

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and
2. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by Section 103-55, HRS.

Offeror _____

Signature _____

Title _____

Date _____

WAGE CERTIFICATE

SPECIFICATIONS

SCOPE OF WORK

The work shall consist of furnishing and paying for all labor, equipment, tools, and materials to perform all operations in connection with providing coconut and other palm trimming services on three trimming dates at various schools on Oahu as set forth herein.

GENERAL

1. All work shall be performed in accordance with applicable Federal, State and County rules and regulations. The Contractor shall obtain all necessary permits to perform the work.
2. No vehicles will be allowed on non-lawn planting areas. Only vehicles to access the palms for trimming purposes and dump trucks and chippers shall be allowed to drive on lawn areas and walkways. No other equipment or vehicles of any type, including pickup trucks shall be allowed on lawn areas and walkways. The Contractor shall inspect the areas prior to driving on lawns to determine locations of sprinkler systems and any other above and/or below grade utilities. The Contractor shall exercise care to avoid these utilities. Damages to utilities shall be resolved as described in item 5 below. The Contractor shall not drive on wet or muddy lawns where it is likely to cause ruts in the lawns. Ruts are considered damages to the lawn and shall be resolved as described in item 5 below. Vehicles shall not be driven over above grade tree roots and no closer that 10 feet from the base of the palm and/or tree trunk.
3. The Contractor shall provide safety signs and other barricades and devices necessary for the safety of the school and general public.
4. The Contractor shall at all times conduct his work to assure the least possible disruption of activities by the school and the general public.
5. Any damage to buildings, structures, vehicles, plants and other items in the area and adjoining properties shall be repaired and/or replaced by the Contractor at his own expense and to the satisfaction of the Contract Administrator and the injured party(s).
6. The Contract Administrator shall routinely inspect the Contractor's work during any phase of the operations. These inspections shall be made to assess progress of work and determine acceptability of the Contractor's work.
7. Adverse conditions which may require major field changes not stated in the contract must be reported to the Contract Administrator prior to commencement or continuation of work.
8. No smoking or other use of any tobacco products is allowed within school property at any time.

WORK SCHEDULE

1. Work shall be performed during daylight hours:

HONOLULU DISTRICT SCHOOLS

First Trim: February 16 – March 5, 2004

Second Trim: June 14 - July 2, 2004

Third Trim: October 11 - October 29, 2004

CENTRAL, LEEWARD AND WINDWARD DISTRICT SCHOOLS

First Trim: March 1 - March 19, 2004

Second Trim: June 28 - July 16, 2004

Third Trim: October 25 - November 12, 2004

Note: Order of trimming at above school districts is:

1st Central District

2nd Leeward District

3rd Windward District

2. The order of work shall be performed within each school district indicated in these specifications. Scheduling may be modified by the Contract Administrator as required during the Contract. All work shall be completed at a school before starting work at the next school.
3. The Contractor, after award, shall submit a written schedule for trimming at each school for review by the Contract Administrator.
4. All work shall be performed during non-school hours or during times approved by the principals of the schools. The Contractor shall work with the school to determine acceptable dates and times to trim.
5. The Contractor shall inform the principal of the school 48 hours before the start of work at the school.

TRIMMING REQUIREMENTS

1. Coconut and other palms in the quantities indicated are located at the schools indicated.
2. All coconut and other palms identified and quantified shall be trimmed at each school.
3. The Contractor shall use recognized horticultural practices in trimming the coconut and other palms.
4. The Contractor shall minimize spiking the coconut palms. **THE CONTRACTOR SHALL NOT USE SPIKES ON ALL OTHER PALMS.**
5. The Contractor shall remove all dead, dying and dry fronds, flowers, and fruits at any stage of growth.

6. The Contractor shall make clean cuts close to the trunk without injuring the trunk and/or fronds to remain.
7. The Contractor shall refer to Exhibits 1, 2, 3, and 4, drawings showing trimming requirements for coconut and other palms.
8. The Contractor shall collect and remove all palm trimmings and debris on the same day as it is generated. Trimmings and debris shall be disposed at the recycling facilities or disposal site meeting the requirements of all governmental agencies.

IDENTIFICATION AND QUANTITIES OF COCONUT AND OTHER PALMS

1. Identification and quantities of coconut and other palms is indicated on the confirmation form in the Specifications, Sheets SA-1 through SA-15 and SB-1 through SB-21.
2. Errors in identification and quantities of coconut and other palms may occur at any school. The Contractor shall notify the Contract Administrator of any discrepancies for further direction.

In the event the actual number of coconut and other palms is less than the quantities indicated in the contract, the Contractor will be paid only for those palms trimmed. The contract amount shall be reduced by the amount of palms not trimmed multiplied by the unit cost(s) of the palm(s).

In the event the actual number of coconut and other palms is more than the quantities indicated in the contract, the Contractor shall trim those palms. The contract amount shall be increased by the amount of palms trimmed multiplied by the unit cost(s) of the palm(s).

INSPECTION

The Contractor shall request the principal or authorized representative certify the palms have been trimmed per this contract. The Contractor shall obtain the appropriate signatures as required on the attached forms (SA-1 - SA-15 and SB-1 - SB-21). The Contract Administrator shall have final determination whether the work has been performed per this contract.

CORRECTIVE ACTION

1. The Contractor shall be responsible for taking action to correct any deficiencies and/or discrepancies of all coconut and other palms trimmed per this contract for 30 days after certification by the schools.
2. This corrective action shall include, but not be limited, to removal of dead, dying, dry and hanging fronds, flowers and fruits.
3. Discovery of these deficiencies and/or discrepancies may be made by the Contract Administrator, schools, and/or the Contractor.

CONFIRMATION FORM

GROUP I - HONOLULU DISTRICT SCHOOLS

TRIM DATES: FEBRUARY 16 - MARCH 5, 2004

NOTE TO CONTRACTOR:

The principal or designated party must sign a copy of this form to verify completion of work. This form with the original signatures must be returned with the contractor's invoice for payment.

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
1. Kaiser High 511 Lunalilo Home Road			27	4		<hr/>
2. Koko Head Elementary 189 Lunalilo Home Road	2		26			<hr/>
3. Niu Valley Middle 503 Kamoku Street	4		17			<hr/>
4. Aina Haina Elementary 801 Hind Drive	7		17	3		<hr/>
5. Wailupe Valley Elementary 939 Hind Iuka Avenue	4		32	11		<hr/>
6. Kalani High 4680 Kalanianaʻole Highway	2			1		<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: FEBRUARY 16 - MARCH 5, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
7. Kahala Elementary 4559 Kilauea Avenue			7	2		
8. Waialae Elementary 1045 19 th Avenue	18					
9. Liliuokalani Elementary 3633 Waialae Avenue	6					
10. Jarrett Middle 1903 Palolo Avenue	1		14			
11. Palolo Elementary 2106 10 th Avenue	1			14		
12. Aliiolani Elementary 1240 7 th Avenue	3		4			
13. Kaimuki Middle 631 18 th Avenue	3		26			
14. Liholiho Elementary 3430 Maunaloa Avenue	5		8			
15. Statewide Center for Students with Hearing Impairments 3430 Leahi Avenue	31		2	2		
16. Jefferson Elementary 324 Kapahulu Avenue	66					

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: FEBRUARY 16 - MARCH 5, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
17. Kaimuki High 2705 Kaimuki Avenue	60		10	6		<hr/>
18. Ala Wai Elementary 503 Kamoku Street	1		4			<hr/>
19. Lunalilo Elementary 810 Pumehana Street			2	4		<hr/>
20. Washington Middle 1633 South King Street	5		14			<hr/>
21. McKinley High 1039 South King Street	205		21	3		<hr/>
22. Kaahumanu Elementary 1141 Kinau Street	1			3		<hr/>
23. Noelani Elementary 2655 Woodlawn Drive	1		17			<hr/>
24. Manoa Elementary 3155 Manoa Road	1					<hr/>
25. Roosevelt High 1130 Nehoa Street	14		5			<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: FEBRUARY 16 - MARCH 5, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
26. Stevenson Middle 1202 Prospect Street			18	2		<hr/>
27. Lincoln Elementary 615 Auwaiolimu Street			8	6		<hr/>
28. Pauoa Elementary 2391 Pauoa Road	18					<hr/>
29. Maemae Elementary 319 Wylie Street					**21	<hr/>
30. Royal Elementary 1519 Queen Emma Street	2		12	2		<hr/>
31. Central Middle 1302 Queen Emma Street	12			4		<hr/>
32. Kaiulani Elementary 783 North King Street	5		15			<hr/>
33. Lanakila Elementary 717 North School Street		3	1	4		<hr/>
34. Kapalama Elementary 1601 North School Street	8		5	2		<hr/>

**Diamond Head of Building J

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: FEBRUARY 16 - MARCH 5, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
35. Farrington High 1564 North King Street	13		3			<hr/>
36. Kalakaua Middle 821 Kalihi Street	20		8			<hr/>
37. Kalihi Kai Elementary 626 McNeil Street	4					<hr/>
38. Puuhale Elementary 345 Puuhale Road	5					<hr/>
39. Kalihi Waena Elementary 1240 Gulick Avenue	1		11			<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: FEBRUARY 16 - MARCH 5, 2004

CONFIRMATION FORM

GROUP I - HONOLULU DISTRICT SCHOOLS

TRIM DATES: JUNE 14 - JULY 2, 2004

NOTE TO CONTRACTOR:

The principal or designated party must sign a copy of this form to verify completion of work. This form with the original signatures must be returned with the contractor's invoice for payment.

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
1. Kaiser High 511 Lunalilo Home Road			27	4		<hr/>
2. Koko Head Elementary 189 Lunalilo Home Road	2		26			<hr/>
3. Niu Valley Middle 503 Kamoku Street	4		17			<hr/>
4. Aina Haina Elementary 801 Hind Drive	7		17	3		<hr/>
5. Wailupe Valley Elementary 939 Hind Iuka Avenue	4		32	11		<hr/>
6. Kalani High 4680 Kalaniana'ole Highway	2			1		<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: JUNE 14 - JULY 2, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
7. Kahala Elementary 4559 Kilauea Avenue			7	2		<hr/>
8. Waialae Elementary 1045 19 th Avenue	18					<hr/>
9. Liliuokalani Elementary 3633 Waialae Avenue	6					<hr/>
10. Jarrett Middle 1903 Palolo Avenue	1		14			<hr/>
11. Palolo Elementary 2106 10 th Avenue	1			14		<hr/>
12. Aliiolani Elementary 1240 7 th Avenue	3		4			<hr/>
13. Kaimuki Middle 631 18 th Avenue	3		26			<hr/>
14. Liholiho Elementary 3430 Maunaloa Avenue	5		8			<hr/>
15. Statewide Center for Students with Hearing Impairments 3430 Leahi Avenue	31		2	2		<hr/>
16. Jefferson Elementary 324 Kapahulu Avenue	66					<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: JUNE 14 - JULY 2, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
17. Kaimuki High 2705 Kaimuki Avenue	60		10	6		<hr/>
18. Ala Wai Elementary 503 Kamoku Street	1		4			<hr/>
19. Lunalilo Elementary 810 Pumehana Street			2	4		<hr/>
20. Washington Middle 1633 South King Street	5		14			<hr/>
21. McKinley High 1039 South King Street	205		21	3		<hr/>
22. Kaahumanu Elementary 1141 Kinau Street	1			3		<hr/>
23. Noelani Elementary 2655 Woodlawn Drive	1		17			<hr/>
24. Manoa Elementary 3155 Manoa Road	1					<hr/>
25. Roosevelt High 1130 Nehoa Street	14		5			<hr/>

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
26. Stevenson Middle 1202 Prospect Street			18	2		<hr/>
27. Lincoln Elementary 615 Auwaiolimu Street			8	6		<hr/>
28. Pauoa Elementary 2391 Pauoa Road	18					<hr/>
29. Maemae Elementary 319 Wylie Street					**21	<hr/>
30. Royal Elementary 1519 Queen Emma Street	2		12	2		<hr/>
31. Central Middle 1302 Queen Emma Street	12			4		<hr/>
32. Kaiulani Elementary 783 North King Street	5		15			<hr/>
33. Lanakila Elementary 717 North Kuakini Street		3	1	4		<hr/>
34. Kapalama Elementary 1601 North School Street	8		5	2		<hr/>

**Diamond Head of Building J

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: JUNE 14 - JULY 2, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
35. Farrington High 1564 North King Street	13		3			<hr/>
36. Kalakaua Middle 821 Kalihi Street	20		8			<hr/>
37. Kalihi Kai Elementary 626 McNeil Street	4					<hr/>
38. Puuhale Elementary 345 Puuhale Road	5					<hr/>
39. Kalihi Waena Elementary 1240 Gulick Avenue	1		11			<hr/>

CONFIRMATION FORM

GROUP I - HONOLULU DISTRICT SCHOOLS

TRIM DATES: OCTOBER 11 - OCTOBER 29, 2004

NOTE TO CONTRACTOR:

The principal or designated party must sign a copy of this form to verify completion of work. This form with the original signatures must be returned with the contractor's invoice for payment.

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
1. Kaiser High 511 Lunalilo Home Road			27	4		<hr/>
2. Koko Head Elementary 189 Lunalilo Home Road	2		26			<hr/>
3. Niu Valley Middle 503 Kamoku Street	4		17			<hr/>
4. Aina Haina Elementary 801 Hind Drive	7		17	3		<hr/>
5. Wailupe Valley Elementary 939 Hind Iuka Avenue	4		32	11		<hr/>
6. Kalani High 4680 Kalanianaʻole Highway	2			1		<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS

TRIM DATES: OCTOBER 11 - OCTOBER 29, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
7. Kahala Elementary 4559 Kilauea Avenue			7	2		<hr/>
8. Waialae Elementary 1045 19 th Avenue	18					<hr/>
9. Liliuokalani Elementary 3633 Waialae Avenue	6					<hr/>
10. Jarrett Middle 1903 Palolo Avenue	1		14			<hr/>
11. Palolo Elementary 2106 10 th Avenue	1			14		<hr/>
12. Aliiolani Elementary 1240 7 th Avenue	3		4			<hr/>
13. Kaimuki Middle 631 18 th Avenue	3		26			<hr/>
14. Liholiho Elementary 3430 Maunaloa Avenue	5		8			<hr/>
15. Statewide Center for Students with Hearing Impairments 3430 Leahi Avenue	31		2	2		<hr/>
16. Jefferson Elementary 324 Kapahulu Avenue	66					<hr/>

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: OCTOBER 11 - OCTOBER 29, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
17. Kaimuki High 2705 Kaimuki Avenue	60		10	6		
18. Ala Wai Elementary 503 Kamoku Street	1		4			
19. Lunalilo Elementary 810 Pumehana Street			2	4		
20. Washington Middle 1633 South King Street	5		14			
21. McKinley High 1039 South King Street	205		21	3		
22. Kaahumanu Elementary 1141 Kinau Street	1			3		
23. Noelani Elementary 2655 Woodlawn Drive	1		17			
24. Manoa Elementary 3155 Manoa Road	1					
25. Roosevelt High 1130 Nehoa Street	14		5			

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: OCTOBER 11 - OCTOBER 29, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
26. Stevenson Middle 1202 Prospect Street			18	2		<hr/>
27. Lincoln Elementary 615 Auwaiolimu Street			8	6		<hr/>
28. Pauoa Elementary 2391 Pauoa Road	18					<hr/>
29. Maemae Elementary 319 Wylie Street					**21	<hr/>
30. Royal Elementary 1519 Queen Emma Street	2		12	2		<hr/>
31. Central Middle 1302 Queen Emma Street	12			4		<hr/>
32. Kaiulani Elementary 783 North King Street	5		15			<hr/>
33. Lanakila Elementary 717 North Kuakini Street		3	1	4		<hr/>
34. Kapalama Elementary 1601 North School Street	8		5	2		<hr/>

**Diamond Head of Building J

GROUP I - HONOLULU DISTRICT SCHOOLS
TRIM DATES: OCTOBER 11 - OCTOBER 29, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS					COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	MANILA	
35. Farrington High 1564 North King Street	13		3			<hr/>
36. Kalakaua Middle 821 Kalihi Street	20		8			<hr/>
37. Kalihi Kai Elementary 626 McNeil Street	4					<hr/>
38. Puuhale Elementary 345 Puuhale Road	5					<hr/>
39. Kalihi Waena Elementary 1240 Gulick Avenue	1		11			<hr/>

CONFIRMATION FORM

GROUP II - CENTRAL DISTRICT SCHOOLS

TRIM DATES: MARCH 1 - MARCH 19, 2004

NOTE TO CONTRACTOR:

The principal or designated party must sign a copy of this form to verify completion of work. This form with the original signatures must be returned with the contractor's invoice for payment.

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
1. Moanalua Elementary 1337 Mahiole Street				5			<hr/>
2. Salt Lake Elementary 1131 Ala Liliko'i Street				7			<hr/>
3. Aliamanu Elementary 99-370 Moanalua Road	1						<hr/>
4. Makalapa Elementary 4435 Salt Lake Blvd.			1	6	4	5	<hr/>
5. Hickam Elementary Manzelman Circle		2	5				<hr/>
6. Aiea Elementary 99-370 Moanalua Road	5		2				<hr/>

GROUP II - CENTRAL DISTRICT SCHOOLS
TRIM DATES: MARCH 1 - MARCH 19, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
7. Scott Elementary 98-1230 Moanalua Road	18						<hr/>
8. Aiea High 98-1276 Ulune Street	3		5	14			<hr/>
9. Kipapa Elementary 95-075 Kipapa Drive	7		18	2			<hr/>
10. Wahiawa Middle 275 Rose Street	2		20				<hr/>
11. Wheeler Intermediate Wheeler Army Airfield			36	5			<hr/>
12. Wheeler Elementary Wheeler Army Airfield		1	19				<hr/>
13. Kaala Elementary 130 California Avenue	9		8				<hr/>
14. Leilehua High 1515 California Avenue	1		16				<hr/>
15. Wahiawa Elementary 1402 Glen Avenue			16				<hr/>
16. Helemano Elementary 1001 Ihi Ihi Avenue	1						<hr/>

GROUP II - CENTRAL DISTRICT SCHOOLS
TRIM DATES: MARCH 1 - MARCH 19, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
17. Waialua High & Intermediate 67-160 Farrington Hwy.	46		6	5			<hr/>
18. Haleiwa Elementary 66-505 Haleiwa Road	*13			11			<hr/>

*Includes palms across the street.

CONFIRMATION FORM

GROUP II - LEEWARD DISTRICT SCHOOLS

TRIM DATES: MARCH 1 - MARCH 19, 2004

NOTE TO CONTRACTOR:

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SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	WASHINGTONIA	
1. Lehua Elementary 791 Lehua Avenue	1	8			<hr/>
2. Waipahu Elementary 94-465 Farrington Hwy.	2	10			<hr/>
3. Waipahu Intermediate 94-455 Farrington Hwy.	13				<hr/>
4. Ewa Elementary 91-1280 Renton Road	1	6	3		<hr/>
5. Ilima Intermediate 91-884 Fort Weaver Road	4				<hr/>
6. Iroquois Point Elementary 5553 Cormorant Avenue		9	11		<hr/>

GROUP II - LEEWARD DISTRICT SCHOOLS
TRIM DATES: MARCH 1 - MARCH 19, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	WASHINGTONIA	
7. Ewa Beach Elementary 91-740 Papipi Road	1	7	12		
8. Barbers Point Elementary Boxer Road, NAS Barbers Point	19	2	5		
9. Nanaikapono Elementary 89-195 Farrington Hwy.	35				
10. Maile Elementary 87-360 Kulaaupuni Street	1	16	1		
11. Waianae Elementary 85-2220 McArthur Street	25			1	
12. Waianae High 85-251 Farrington Hwy.	22				

CONFIRMATION FORM

GROUP II - WINDWARD DISTRICT SCHOOLS

TRIM DATES: MARCH 1 - MARCH 19, 2004

NOTE TO CONTRACTOR:

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SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	MANILA	
1. Waimanalo Elementary & Intermediate 41-1330 Kalanianaʻole Hwy.	7	3			<hr/>
2. Kailua Elementary 315 Kuulei Road	7	1			<hr/>
3. Kailua Intermediate 145 South Kainalu Drive	39				<hr/>
4. Kainalu Elementary 165 Kaiholu Street	24	12			<hr/>
5. Aikahi Elementary 281 Ilihau Street	8	1			<hr/>
6. Castle High 45-386 Kaneohe Bay Drive	20				<hr/>

GROUP II - WINDWARD DISTRICT SCHOOLS
TRIM DATES: MARCH 1 - MARCH 19, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	MANILA	
7. Kaneohe Elementary 45-495 Kamehameha Hwy.	1				
8. Puohala Elementary 45-233 Kaulauli Street		22			
9. Parker Elementary 45-259 Waikalua Road	16	11	5		
10. Kahaluu Elementary 47-280 Waihee Road	5	1			
11. Waiahole Elementary 48-215 Waiahole Valley Road	7				
12. Kaaawa Elementary 51-296 Kamehameha Highway	12				
13. Hauula Elementary 54-046 Kamehameha Highway	8		3	11	
14. Laie Elementary 55-109 Kaulaniu Street	16				
15. Kahuku High & Intermediate P.O. Box 308	8	23	3		

GROUP II - WINDWARD DISTRICT SCHOOLS
TRIM DATES: MARCH 1 - MARCH 19, 2004

CONFIRMATION FORM

GROUP II - CENTRAL DISTRICT SCHOOLS

TRIM DATES: JUNE 28 - JULY 16, 2004

NOTE TO CONTRACTOR:

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SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
1. Moanalua Elementary 1337 Mahiole Street				5			<hr/>
2. Salt Lake Elementary 1131 Ala Liliko'i Street				7			<hr/>
3. Aliamanu Elementary 99-370 Moanalua Road	1						<hr/>
4. Makalapa Elementary 4435 Salt Lake Blvd.			1	6	4	5	<hr/>
5. Hickam Elementary Manzelman Circle		2	5				<hr/>
6. Aiea Elementary 99-370 Moanalua Road	5		2				<hr/>

GROUP II - CENTRAL DISTRICT SCHOOLS
TRIM DATES: JUNE 28 - JULY 16, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
7. Scott Elementary 98-1230 Moanalua Road	18						<hr/>
8. Aiea High 98-1276 Ulune Street	3		5	14			<hr/>
9. Kipapa Elementary 95-075 Kipapa Drive	7		18	2			<hr/>
10. Wahiawa Middle 275 Rose Street	2		20				<hr/>
11. Wheeler Intermediate Wheeler Army Airfield			36	5			<hr/>
12. Wheeler Elementary Wheeler Army Airfield		1	19				<hr/>
13. Kaala Elementary 130 California Avenue	9		8				<hr/>
14. Leilehua High 1515 California Avenue	1		16				<hr/>
15. Wahiawa Elementary 1402 Glen Avenue			16				<hr/>
16. Heleman Elementary 1001 Ihi Ihi Avenue	1						<hr/>

GROUP II - CENTRAL DISTRICT SCHOOLS
TRIM DATES: JUNE 28 - JULY 16, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
17. Wailua High & Intermediate 67-160 Farrington Hwy.	46		6	5			<hr/>
18. Haleiwa Elementary 66-505 Haleiwa Road	*13			11			<hr/>

*Includes palms across the street.

CONFIRMATION FORM

GROUP II - LEEWARD DISTRICT SCHOOLS

TRIM DATES: JUNE 28 - JULY 16, 2004

NOTE TO CONTRACTOR:

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SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	WASHINGTONIA	
1. Lehua Elementary 791 Lehua Avenue	1	8			<hr/>
2. Waipahu Elementary 94-465 Farrington Hwy.	2	10			<hr/>
3. Waipahu Intermediate 94-455 Farrington Hwy.	13				<hr/>
4. Ewa Elementary 91-1280 Renton Road	1	6	3		<hr/>
5. Ilima Intermediate 91-884 Fort Weaver Road	4				<hr/>
6. Iroquois Point Elementary 5553 Cormorant Avenue		9	11		<hr/>

GROUP II - LEEWARD DISTRICT SCHOOLS
TRIM DATES: JUNE 28 - JULY 16, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	WASHINGTONIA	
7. Ewa Beach Elementary 91-740 Papipi Road	1	7	12		<hr/>
8. Barbers Point Elementary Boxer Road, NAS Barbers Point	19	2	5		<hr/>
9. Nanaikapono Elementary 89-195 Farrington Hwy.	35				<hr/>
10. Maile Elementary 87-360 Kulaaupuni Street	1	16	1		<hr/>
11. Waianae Elementary 85-2220 McArthur Street	25			1	<hr/>
12. Waianae High 85-251 Farrington Hwy.	22				<hr/>

GROUP II - LEEWARD DISTRICT SCHOOLS
TRIM DATES: JUNE 28 - JULY 16, 2004

CONFIRMATION FORM

GROUP II - WINDWARD DISTRICT SCHOOLS

TRIM DATES: JUNE 28 - JULY 16, 2004

NOTE TO CONTRACTOR:

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SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	MANILA	
1. Waimanalo Elementary & Intermediate 41-1330 Kalanianaʻole Hwy.	7	3			<hr/>
2. Kailua Elementary 315 Kuulei Road	7	1			<hr/>
3. Kailua Intermediate 145 South Kainalu Drive	39				<hr/>
4. Kainalu Elementary 165 Kaiholu Street	24	12			<hr/>
5. Aikahi Elementary 281 Ilihau Street	8	1			<hr/>
6. Castle High 45-386 Kaneohe Bay Drive	20				<hr/>

GROUP II - WINDWARD DISTRICT SCHOOLS
TRIM DATES: JUNE 28 - JULY 16, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	MANILA	
7. Kaneohe Elementary 45-495 Kamehameha Hwy.	1				
8. Puohala Elementary 45-233 Kaulauli Street		22			
9. Parker Elementary 45-259 Waikalua Road	18	11	5		
10. Kahaluu Elementary 47-280 Waihee Road	2				
11. Waiahole Elementary 48-215 Waiahole Valley Road	7				
12. Kaaawa Elementary 51-296 Kamehameha Highway	12				
13. Hauula Elementary 54-046 Kamehameha Highway	8		3	11	
14. Laie Elementary 55-109 Kaulaniu Street	16				
15. Kahuku High & Intermediate P.O. Box 308	8	23	3		

CONFIRMATION FORM

GROUP II - CENTRAL DISTRICT SCHOOLS

TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

NOTE TO CONTRACTOR:

The principal or designated party must sign a copy of this form to verify completion of work. This form with the original signatures must be returned with the contractor's invoice for payment.

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
1. Moanalua Elementary 1337 Mahiole Street				5			<hr/>
2. Salt Lake Elementary 1131 Ala Lilikoi Street				7			<hr/>
3. Aliamanu Elementary 99-370 Moanalua Road	1						<hr/>
4. Makalapa Elementary 4435 Salt Lake Blvd.			1	6	4	5	<hr/>
5. Hickam Elementary Manzelman Circle		2	5				<hr/>
6. Aiea Elementary 99-370 Moanalua Road	5		2				<hr/>

GROUP II - CENTRAL DISTRICT SCHOOLS
TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
7. Scott Elementary 98-1230 Moanalua Road	18						
8. Aiea High 98-1276 Ulune Street	3		5	14			
9. Kipapa Elementary 95-075 Kipapa Drive	7		18	2			
10. Wahiawa Middle 275 Rose Street	2		20				
11. Wheeler Intermediate Wheeler Army Airfield			36	5			
12. Wheeler Elementary Wheeler Army Airfield		1	19				
13. Kaala Elementary 130 California Avenue	9		8				
14. Leilehua High 1515 California Avenue	1		16				
15. Wahiawa Elementary 1402 Glen Avenue			16				
16. Helemano Elementary 1001 Ihi Ihi Avenue	1						

GROUP II - CENTRAL DISTRICT SCHOOLS
TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS						COMPLETION SIGNATURE/DATE
	COCONUT	DATE	ROYAL	LOULU	QUEEN	ALEXANDER	
17. Waialua High & Intermediate 67-160 Farrington Hwy.	46		6	5			<hr/>
18. Haleiwa Elementary 66-505 Haleiwa Road	*13			11			<hr/>

*Includes palms across the street.

CONFIRMATION FORM

GROUP II - LEEWARD DISTRICT SCHOOLS

TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

NOTE TO CONTRACTOR:

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SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	WASHINGTONIA	
1. Lehua Elementary 791 Lehua Avenue	1	8			<hr/>
2. Waipahu Elementary 94-465 Farrington Hwy.	2	10			<hr/>
3. Waipahu Intermediate 94-455 Farrington Hwy.	13				<hr/>
4. Ewa Elementary 91-1280 Renton Road	1	6	3		<hr/>
5. Ilima Intermediate 91-884 Fort Weaver Road	4				<hr/>
6. Iroquois Point Elementary 5553 Cormorant Avenue		9	11		<hr/>

GROUP II - LEEWARD DISTRICT SCHOOLS
TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	WASHINGTONIA	
7. Ewa Beach Elementary 91-740 Papipi Road	1	7	12		
8. Barbers Point Elementary Boxer Road, NAS Barbers Point	19	2	5		
9. Nanaikapono Elementary 89-195 Farrington Hwy.	35				
10. Maile Elementary 87-360 Kulaaupuni Street	1	16	1		
11. Waianae Elementary 85-2220 McArthur Street	25			1	
12. Waianae High 85-251 Farrington Hwy.	22				

GROUP II - LEEWARD DISTRICT SCHOOLS
TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

CONFIRMATION FORM

GROUP II - WINDWARD DISTRICT SCHOOLS

TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

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SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	MANILA	
1. Waimanalo Elementary & Intermediate 41-1330 Kalanianaʻole Hwy.	7	3			<hr/>
2. Kailua Elementary 315 Kuulei Road	7	1			<hr/>
3. Kailua Intermediate 145 South Kainalu Drive	39				<hr/>
4. Kainalu Elementary 165 Kaiholu Street	24	12			<hr/>
5. Aikahi Elementary 281 Ilihau Street	8	1			<hr/>
6. Castle High 45-386 Kaneohe Bay Drive	20				<hr/>

GROUP II - WINDWARD DISTRICT SCHOOLS
TRIM DATES: OCTOBER 25 - NOVEMBER 12, 2004

CONFIRMATION FORM

SCHOOL	NUMBER OF PALMS				COMPLETION SIGNATURE/DATE
	COCONUT	ROYAL	LOULU	MANILA	
7. Kaneohe Elementary 45-495 Kamehameha Hwy.	1				
8. Puohala Elementary 45-233 Kaulauli Street		22			
9. Parker Elementary 45-259 Waikalua Road	18	11	5		
10. Kahaluu Elementary 47-280 Waihee Road	2				
11. Waiahole Elementary 48-215 Waiahole Valley Road	7				
12. Kaaawa Elementary 51-296 Kamehameha Highway	12				
13. Hauula Elementary 54-046 Kamehameha Highway	8		3	11	
14. Laie Elementary 55-109 Kaulaniu Street	16				
15. Kahuku High & Intermediate P.O. Box 308	8	23	3		

SPECIAL PROVISIONS

TERMS AND ACRONYMS USED HEREIN

Procurement Officer	=	The contracting officer for the State of Hawaii Procurement Office.
State	=	All agencies, including schools, participating in this agreement.
SPO	=	State Procurement Office of the State of Hawaii, located at 1151 Punchbowl Street, Room, 416, Honolulu, Hawaii 96813; P. O. Box 119, Honolulu, Hawaii 96810-0119.
Bidder or Offeror	=	Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid for the good, service, or construction contemplated.
HRS	=	Hawaii Revised Statutes
HAR	=	Hawaii Administrative Rules
GTC	=	General Terms and Conditions dated September 1, 1995 and issued by the SPO.
IFB	=	Invitation for Bids
RFP	=	Request for Proposals
GET	=	General Excise Tax
DAGS	=	Department of Accounting and General Services

SCOPE

The furnishing of coconut and other palm trimming services at various public schools on the island of Oahu shall be in accordance with these Special Provisions, the attached Specifications, and the GTC, included by reference and available at the SPO, the DAGS Central Services Office, 729 Kakoi Street, Honolulu, HI and on the SPO website: <http://www2.state.hi.us/bidfiles/spogtgs.pdf>.

CONTRACT ADMINISTRATOR

For the purpose of this contract, Mr. Francis Cheung (telephone 831-6731), Acting Program Manager, Central Services Division or his designated representative is the Contract Administrator.

OFFEROR QUALIFICATION

Offeror must have a type C-27 or C-27-B, tree trimming license, from the State of Hawaii, Department of Commerce and Consumer Affairs. Offeror shall provide the license number on the Offer Form where indicated. Award will not be made to any offeror failing to meet this qualification requirement.

Offeror shall have a permanent office location from where he/she conducts business and where he/she will be accessible to telephone calls regarding this contract. An answering service is acceptable provided a response is made within two (2) hours of the initial call.

Offeror shall have adequate equipment and number of employees to perform and complete the work specified herein within the period specified. Offeror shall provide the information requested on the Offer Form regarding employees and equipment being utilized.

RESPONSIBILITY OF OFFERORS

Offeror is advised that if awarded a contract under this solicitation, Offeror shall, upon award of the contract, furnish proof of compliance with the requirements of §3-122-112, HAR:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. One of the following:
 - a. Be registered and incorporated or organized under the laws of the State (hereinafter referred to as a "Hawaii business"); **or**
 - b. Be registered to do business in the State. (hereinafter referred to as a "compliant non-Hawaii business").

Refer to the Award of Contract provision herein for instructions on furnishing the documents that are acceptable to the State as proof of compliance with the above-mentioned requirements.

SITE INSPECTION

Prior to submittal of an offer, Offeror shall inspect the schools to become thoroughly familiarized with existing conditions and the amount and kind of work to be performed. Submission of an offer shall be evidence the Offeror understands the scope of work and shall comply with these specifications. No additional compensation will be made by reason of any misunderstanding or error regarding conditions at the service areas or the amount and kind of work to be performed.

BID PREPARATION

Offer Form, Page OF-1. Offeror shall submit offer using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space. Failure to do so may delay proper execution of the contract.

Offeror's authorized signature shall be an original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Offeror's intent to be bound.

Tax Liability. Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii General Excise tax (GET) at the current 4% rate. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

Taxpayer Preference. For evaluation purposes, pursuant to §103D-1008, HRS, the Bidder's tax-exempt price offer submitted in response to an IFB shall be increased by the applicable retail rate of general excise tax and the applicable use tax. Under no circumstance shall the dollar amount of the award include the aforementioned adjustment.

Hawaii General Excise Tax License. In accordance with Section 3.1A of the GTC, Offeror shall submit his current Hawaii GET I.D. number in the space provided on Offer Form, page OF-1, thereby attesting that he is doing business in the State and that he will pay such taxes on all sales made to the State.

Bid Price. Bid prices shall include costs for all labor, equipment, materials, applicable taxes and any other expenses incurred to provide coconut and other palm trimming services as specified herein. Offeror submitting offers for both groups shall indicate on the Offer Form the group the Offeror prefers the State to award if Offeror is the lowest responsive offeror for both groups. Failing to indicate a group will result in the State being given the option to select the group to be awarded to the Offeror. Offeror need not bid on both groups; however, Offeror shall bid on all schools within a group to qualify for award.

Offeror shall provide the information requested on Offer Form, regarding wage payments. The information provided shall indicate Offeror has included the applicable public employees' wages into his/her offer to compensate his/her employees for work performed under this contract.

Offer Guaranty. An offer security deposit is not required for this solicitation. Refer to Section 2.6 of the General Terms and Conditions.

Insurance. Offeror shall provide insurance information as requested on Offer Form.

References. Offeror shall list companies or government agencies for whom coconut and other palm trimming services were or is being provided. The State reserves the right to contact the references submitted and to reject the bid of any Offeror whose performance on other jobs of this nature has been proven unsatisfactory.

On-Going Contract. Offeror shall list on the Offer Form, all on-going contracts the Offeror is involved in at the time of offer submittal.

Employee. Offeror shall list on the Offer Form all employees to be employed, if awarded a contract and the type of work each employee will be performing (e.g. Tree Trimmer-Truck Driver, Tree Trimmer). If the Offeror classifies any of his/her employees as other than the attached position descriptions, Offeror shall provide a description of the position and explain why it does not fall into one of the specified categories. (See Attachment A and Attachment B for Tree Trimmer and Tree Trimmer-Truck Driver Classifications.)

Equipment. Offeror shall list on the Offer Form the equipment to be used during the performance of the work specified.

STATUTORY REQUIREMENTS OF SECTION 103-55, HAWAII REVISED STATUTES (HRS)

Refer to Section 2.8 of the General Terms and Conditions. Offeror shall complete and submit the attached wage certification by which the Offeror certifies that the services required will be performed pursuant to Section 103-55, HRS.

Offeror is advised Section 103-55, HRS, provides the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Offeror is further advised in the event of an increase in wages for

public employees performing similar work during the period of the contract, Offeror shall be obliged to provide wages not less than those increased wages.

Offeror shall be further obliged to notify his/her employees performing work under this contract of the provisions of Section 103-55, HRS, and of the current wage rates for public employees performing similar work. The Offeror may meet this obligation by posting a notice to this effect in the Offeror's place of business in an area accessible to all employees, or the Offeror may include such notice with each paycheck of pay envelope furnished to the employee.

To assist the Offeror in determining whether the work of his/her employees are to perform under this contract is similar to work performed by public employees, attached are class specifications for the State positions that perform coconut and other palm trimming duties. Effective January 1, 2003 the basic hourly wages paid to these State positions are:

<u>Class</u>	<u>Hourly Rate</u>
Tree Trimmer (BC07)	14.27
Tree Trimmer-Truck Driver (BC05)	13.17

Accordingly, Offeror should consider the aforementioned wage rates when preparing his/her quote.

AWARD OF CONTRACT

Method of Award. Awards, if made, shall be on a total sum group basis to the lowest responsive, responsible offeror for Group I - Honolulu District Schools and for Group II - Central, Leeward and Windward District Schools.

Responsibility of Lowest Responsive Bidders. Reference §3-122-112, HAR, Responsibility of Offerors. If compliance documents have not been submitted to the SPO prior to award, the lowest responsive offeror shall produce documents to the procurement officer to demonstrate compliance with this section.

HRS Chapter 237 tax clearance requirement for award. Instructions are as follows:

Pursuant to §103D-328, HRS, lowest responsive offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the SPO.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information): <http://www.state.hi.us/tax/alphalist.html#a>
DOTAX Forms by Fax/Mail: (808) 587-7572
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX:	(808) 587-1488
IRS:	(808) 539-1573

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the SPO. However, the tax clearance certificate shall be submitted to the SPO.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award.

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the lowest responsive offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*, Form LIR#27 which is available at <http://dlir.state.hi.us/Application%20for%20Certificate%20of%20Compliance.pdf>, or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the SPO.

The application for the certificate is the responsibility of the offeror, and must be submitted directly to the DLIR and not to the SPO. However, the certificate shall be submitted to the SPO.

Compliance with Section 103D-310(c)(1) and (2), HRS. Pursuant to section 3-122-112, HAR, the lowest responsive offeror shall be required to submit a *CERTIFICATE OF GOOD STANDING* (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.

On-line business registration and the Certificate are available at www.BusinessRegistrations.com. To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

Timely Submission of all Certificates. The above certificates should be applied for and submitted to the SPO as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

Final Payment Requirements. Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

In addition to the tax clearance certificate, an original "Certification of Compliance for Final Payment" (SPO Form-22), attached, will be required for final payment. A copy of the Form is also available at www.spo.hawaii.gov. Select "Forms for Vendors/Contractors" from the Chapter 103D, HRS, pop-up menu.

CONTRACT EXECUTION

Award totaling \$25,000 or more shall be made by a formal contract. The contract shall be signed by the successful Offeror and returned within ten (10) days after receipt by the Offeror as specified in Section 3.3 of the GTC. **NO PERFORMANCE AND PAYMENT BONDS ARE REQUIRED FOR THIS CONTRACT.**

LIABILITY INSURANCE

The Contractor shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Contractor and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by an subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the Contractor providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Contractor may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the Contractor's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor, including its subcontractor(s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$300,000 combined single limit per occurrence for bodily injury and property damage
Basic Motor Vehicle Insurance and Liability Policies	BI: \$100,000 per occurrence \$300,000 aggregate PD: \$50,000 per occurrence \$50,000 aggregate

Each insurance policy required by this contract, including a subcontractor's policy, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Accounting and General Services, State Procurement Office, P. O. Box 119, Honolulu, Hawaii 96810-0119."
2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements.

Upon Contractor's execution of the contract, the Contractor agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract, including those of its subcontractor(s), where appropriate. Upon request by the State, Contractor shall be responsible for furnishing a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

START OF WORK

Start of work will commence per the required trim dates specified for each group.

No work shall be undertaken by the Contractor prior to issuance of the Notice to Proceed or purchase order. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the work start date.

WORKMANSHIP

All work shall be executed in a professional manner, and shall present a neat appearance when completed. All work done shall be subject to inspection and approval of the Contract Administrator; all services rendered shall be in accordance with these specifications and provisions.

REMOVAL OF CONTRACTOR'S EMPLOYEES

Contractor agrees to remove any of its employees from services rendered and to be rendered to the State, upon request in writing by the Contract Administrator.

TIME OF COMPLETION

The work to be done for each trimming under these specifications shall be completed within nineteen (19) calendar days. At Contractor's notice of completion, the State will require one week to inspect work for satisfactory completion. If any work is unsatisfactory, the State will allow one week to correct work as requested. In the event the Contractor fails to complete the work within the specified period satisfactorily, liquidated damages will be assessed.

INVOICING

The Contractor may submit invoices for payment after completing trimming at all schools for the specified trim dates. The Contractor shall submit original and three (3) copies of the invoice and the applicable Confirmation Forms described below to:

Department of Accounting and General Services
Central Services Division
729 Kakoi Street
Honolulu, Hawaii 96819

The Confirmation Forms shall have original signatures from the schools to indicate completion of the work.

PAYMENT

Section 103-10, HRS, provides the State shall have thirty (30) calendar days after receipt of invoice or satisfactory performance of the services to make payment. For this reason, the State will reject any bid submitted with a condition requiring payment within a shorter period. Further, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

PARTIAL PAYMENT

At the Contractor's request, the State will process partial payment(s) based on the unit bid price per item for each school where all work, has been satisfactorily completed. In the event work at any school is not satisfactorily completed, the State reserves the right to withhold payment for the school.

LIQUIDATED DAMAGES

Refer to Section 6.12 of the General Terms and Conditions. Liquidated damages is fixed at the sum of ONE HUNDRED DOLLARS (\$100.00) for each and every calendar day the Contractor delays in the completion of his contract after the required date of said completion.

RIGHTS AND REMEDIES FOR DEFAULT

In the event the Contractor fails, refuses, or neglects to perform the services in accordance with the requirements of these Special Provisions, the Specifications, and the General Terms and Conditions herein, the addition to the recourse stated in Section 6.11 and 6.17 of the General Terms and Conditions, the State reserves the right to purchase in the open market, a corresponding quantity of the services specified herein and to deduct from any moneys due or that may thereafter become due the Contractor, the difference between the price named in the contract and the actual cost thereof to the State. In case any money due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand by the State. The State may utilize all other remedies provided by law.

PROTEST

A protest based upon the content of the solicitation shall be submitted in writing within five (5) working days after the aggrieved persons knows or should have known of the facts giving rise thereto; provided further that the protest shall not be considered unless it is submitted in writing prior to the bid opening date.

A protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract. The notice of award letter(s), if any, resulting from this solicitation shall be posted on the bulletin board between Room 416 and Room 420, 1151 Punchbowl Street, Honolulu, Hawaii 96813.

Any protest pursuant to §103D-701, HRS, and Section 3-126-3, HAR, shall be submitted in writing to the Procurement Officer, SPO, 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813 or P.O. Box 119, Honolulu, Hawaii 96810-0119.

ADDITIONS, AMENDMENTS AND CLARIFICATIONS TO THE GTC

Additions to the GTC:

Approvals. Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General as to form, and is subject to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Cancellation of Solicitations and Rejection of Offers. The solicitation may be cancelled or the offers may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in §§3-122-95 through 3-122-97, HAR.

Confidentiality of Material. All material given to or made available to the Contractor by virtue of this contract, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of the STATE.

All information, data, or other material provided by the Offeror or the Contractor to the State shall be subject to the Uniform Information Practices Act, chapter 92F, HRS. The Offeror shall designate in writing to the Procurement Officer those portions of its unpriced offer or any subsequent submittal that are trade secrets or other proprietary data that the Offeror desires to remain confidential, subject to §3-122-58, HAR, in the case of an RFP, or §3-122-30, HAR, in the case of an IFB. The Offeror shall state in its written communication to the Procurement

Officer, the reason(s) for designating the material as confidential, for example, trade secrets. The Offeror shall submit the material designated as confidential in such manner that the material is readily separable from the offer in order to facilitate inspection of the non-confidential portion of the offer.

Price is not confidential and will not be withheld. In addition, in the case of an IFB, makes and models, catalogue numbers of items offered, deliveries, and terms of payment shall be publicly available at the time of opening regardless of any designation to the contrary.

If a request is made to inspect the confidential material, the inspection shall be subject to written determination by the Office of the Attorney General in accordance with chapter 92F, HRS. If it is determined that the material designated as confidential is subject to disclosure, the material shall be open to public inspection, unless the Offeror protests under chapter 3-126, HAR. If the request to inspect the confidential material is denied, the decision may be appealed to the Office of Information Practices in accordance with §92F-15.5, HRS.

Nondiscrimination. No person performing work under this Agreement, including any subcontractor, employee, or agency of the Contractor, shall engage in any discrimination that is prohibited by any applicable federal, state, or county law.

Records Retention. The Contractor and any subcontractors shall maintain the books and records that relate to the Agreement and any cost or pricing data for three (3) years from the date of final payment under the Agreement.

Correctional Industries. Goods and services available through Correctional Industries (CI) programs may be the same or similar to those awarded by competitive sealed bids or proposals. Agencies participating in SPO requirements (price list) contracts may also procure directly from CI and shall not be considered in violation of the terms and conditions of any SPO contract.

Year 2000 Compliance. All appropriate hardware, software, and systems utilized for the work specified herein shall be year 2000 compliant.

Amendments to the GTC:

Subsection 2.1 Competency of Offeror. Paragraph one is rescinded and replaced with the following:

“Prospective Offeror must be capable of performing the work for which offers are being called. Either before or after the deadline for an offer, the purchasing agency may require Offeror to submit answers to questions regarding facilities, equipment, experience, personnel, financial status or any other factors relating to the ability of the Offeror to furnish satisfactorily the goods or services being solicited by the STATE. Any such inquiries shall be made and replied to in writing; replies shall be submitted over the signatures of the person who signs the offer. Any Offeror who refuses to answer such inquiries will be considered non-responsive.”

Subsection 2.5 Preparation of Offer. Paragraph four is rescinded and replaced with the following:

"An Offeror may submit only one offer in response to a solicitation. If an Offeror submits more than one offer in response to a solicitation, then all such offers shall be rejected. Similarly, an Offeror may submit only one offer for each line item (if any) of a solicitation. If an Offeror submits more than one offer per line item, then all offers for that line item shall be rejected."

Subsection 3.1(B) Preference for Hawaii Products. GTC §3.1(B), paragraphs one and two only are rescinded and replaced with the following: "A purchasing agency shall review all specifications in a bid or proposal for purchase from the Hawaii products (HP) list where these products are available; provided that the products: Meet the minimum specifications and the selling price f.o.b. jobsite; unloaded, including applicable general excise tax and use tax, does not exceed the lowest delivered price in Hawaii f.o.b. jobsite; and unloaded, including applicable general excise tax and use tax, does not exceed the lowest delivered price of a similar non-HP by more than: three per cent where class I HP are involved; five per cent where class II HP are involved; or ten per cent where class III HP are involved."

All persons submitting bids or proposals to claim HP preference shall designate in their bids which individual product and its price is to be supplied as a HP.

Where a bid or proposal contains both Hawaii and non-HP, then for the purpose of selecting the lowest bid or purchase price only, the price bid or offered for a HP item shall be decreased by subtracting therefrom: three per cent, five per cent, or ten per cent for the class I, class II, or class III HP items bid or offered, respectively. The lowest total bid or proposal, taking the preference into consideration, shall be awarded the contract unless the bid or offer provides for additional award criteria. The contract amount of any contract awarded, however, shall be the amount of the bid or price offered, exclusive of the preferences."

Subsection 3.1(C) Printing Preference. GTC §3.1(C), paragraphs one and two are rescinded and replaced with the following: "All bids or proposals submitted for a printing, binding, or stationery contract in which all work will be performed in-state, including all preparatory work, presswork, bindery work, and any other production-related work shall receive a fifteen per cent preference for purposes of bid or proposal evaluation."

Where bids or proposals are for work performed in-state and out-of-state, then for the purpose of selecting the lowest bid or evaluating proposals submitted only, the amount bid or proposed for work performed out-of-state shall be increased by fifteen per cent. The lowest total offer, taking the preference into consideration, shall be awarded the contract unless the solicitation provides for additional award criteria. The contract amount awarded, however, shall be the amount of the price offered, exclusive of the preference.

Clarifications to the GTC:

Subsection 2.8 Certification of Offeror Concerning Wages, Hours and Working Conditions of Employees Supplying Services. Section 103-55, HRS, amended by Act 149, SLH 1999, now applies to service contracts in excess of \$25,000 and also excludes professional personnel.

GTCs Not Applicable. Subsections 2.11 and 2.14 of the GTC that apply specifically to the RFP method of source selection are not applicable to IFBs. Also subsections 2.10 and 2.13 that apply specifically to the IFB method of source selection are not applicable to RFPs.

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

9.138

Class Specification
for the Class:

TREE TRIMMER

Duties Summary:

Operates and maintains a truck with a hydraulic powered aerial platform in trimming and pruning trees on grounds under the jurisdiction of the State Comptroller; climbs trees with or without the aid of climbing spikes; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for operating and maintaining a truck with an aerial platform in the daily operation of tree trimming. The truck and platform are necessary to enable the trimmer to efficiently perform cutting operations at heights. A basic requirement of this class is the ability to manipulate the various brakes, levers and clutches that are mounted on the truck and platform.

Work assignments are received from a foreman who also reviews work practices. However, positions in this class are responsible for work site operations. This involves overseeing the use of machinery, disposal of debris, and that safe practices and work instructions are followed by other members of the crew. Positions in this class perform manual trimming operations when mechanical equipment is inoperative or in situations where trimming will be facilitated without the use of truck and platform. Also inherent in this class is the responsibility for the maintenance of machinery and accountability for all tools and equipment used in tree trimming operations.

Examples of Duties:

Drives the truck to and from job sites; clears work area of vehicles and other property that may be damaged by falling branches and other debris; secures truck for operation by seeing that all safety equipment is in place; operates the aerial platform to attain the desired height and angle; directs the placing and use of guy lines; selects and makes cuts; paints pruning compound on scars left by cuts; oversees the cutting and disposal of debris produced by trimming; climbs trees using ladders, climbing spikes and other climbing equipment; may drive heavy dump trucks to haul rubbish to incinerator.

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STATE OF HAWAII
CENTRAL SERVICES DAGS

TREE TRIMMER

Page 2

Minimum Qualification Requirements:

Experience and Training: One (1) year of work experience in the care of grounds or other landscaped areas which involved trimming and pruning trees, shrubs, and hedges utilizing power saws and other tree trimming tools and equipment, climbing trees with or without the aid of climbing spikes and which demonstrated knowledge of proper safety precautions necessary in working at heights, and operating and maintaining trucks having a factory-rated capacity of over 1-1/2 tons; or an equivalent combination of experience and training.

License Required: Possession of a valid State of Hawaii motor vehicle operator's license pertinent to the work of the class.

Knowledge of: The operation and maintenance of a truck and hydraulic equipment; motor vehicle operation ordinances; the use and care of pruning tools, power saws and climbing equipment; safety practices necessary for operating an aerial platform and working at heights; general tree trimming techniques and practices.

Ability to: Operate a truck with an aerial platform and heavy trucks; understand and carry out oral and written instructions; utilize various power tools used in tree trimming; select and make appropriate cuts on trees; oversee the work of others; climb high trees using climbing spikes and other equipment.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the class specification for the class Tree Trimmer II, approved on July 25, 1967, and a change in title from Tree Trimmer II to TREE TRIMMER.

DATE APPROVED:

Jan 14 1985

Clement L. Kanaka

JAMES H. TAKUSHI
Director of Personnel Services

RECEIVED

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

9.136

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Class Specification
for the Class:STATE OF HAWAII
CENTRAL SERVICES DAGSTREE TRIMMER-TRUCK DRIVERDuties Summary:

Climbs and trims as well as removes a variety of trees; applies chemical and does minor tree surgery on diseased or injured trees; operates medium and heavy trucks and other comparable mobile equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its performance of both tree trimming and truck driving duties as a regular assignment.

Examples of Duties:

Climbs a variety of trees with or without the aid of spikes, or utilizes a hydraulic or mechanical ladder and other equipment to reach the necessary heights; uses hand, pole, and power saws, cane knives and other hand tools to cut tree branches; paints all cuts two inches or more in diameter with tar or other compound; digs out dry rot from tree trunks with a pruning knife and fills the resulting cavity with cement; applies lead arsenate or other chemicals to areas of trees infested with pests or fungi; feeds limbs and other trimmings into a "chipper"; operates medium and heavy trucks and other mechanized equipment, such as a hoist; directs vehicular and pedestrian traffic at the job site.

Minimum Qualification Requirements:

Experience and Training: One (1) year of experience in the care and maintenance of grounds and landscaped areas, including the trimming, pruning, and caring of trees and shrubs, and some truck driving; or an equivalent combination of experience and training.

License Required: Possession of a valid State of Hawaii motor vehicle operator's license pertinent to the class.

Knowledge of: General tree trimming techniques and practices; tools and equipment used in tree trimming; laws and regulations governing the operation of motor vehicles on streets and highways; safety practices and procedures.

TREE TRIMMER-TRUCK DRIVER

Page 2

Ability to: Climb trees with or without the aid of spikes; work above the ground at varying heights; operate hand and power tools and equipment; operate a truck and other mobile equipment; understand and observe traffic laws and regulations; make minor emergency repairs to trucks; understand and follow oral and written instructions.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

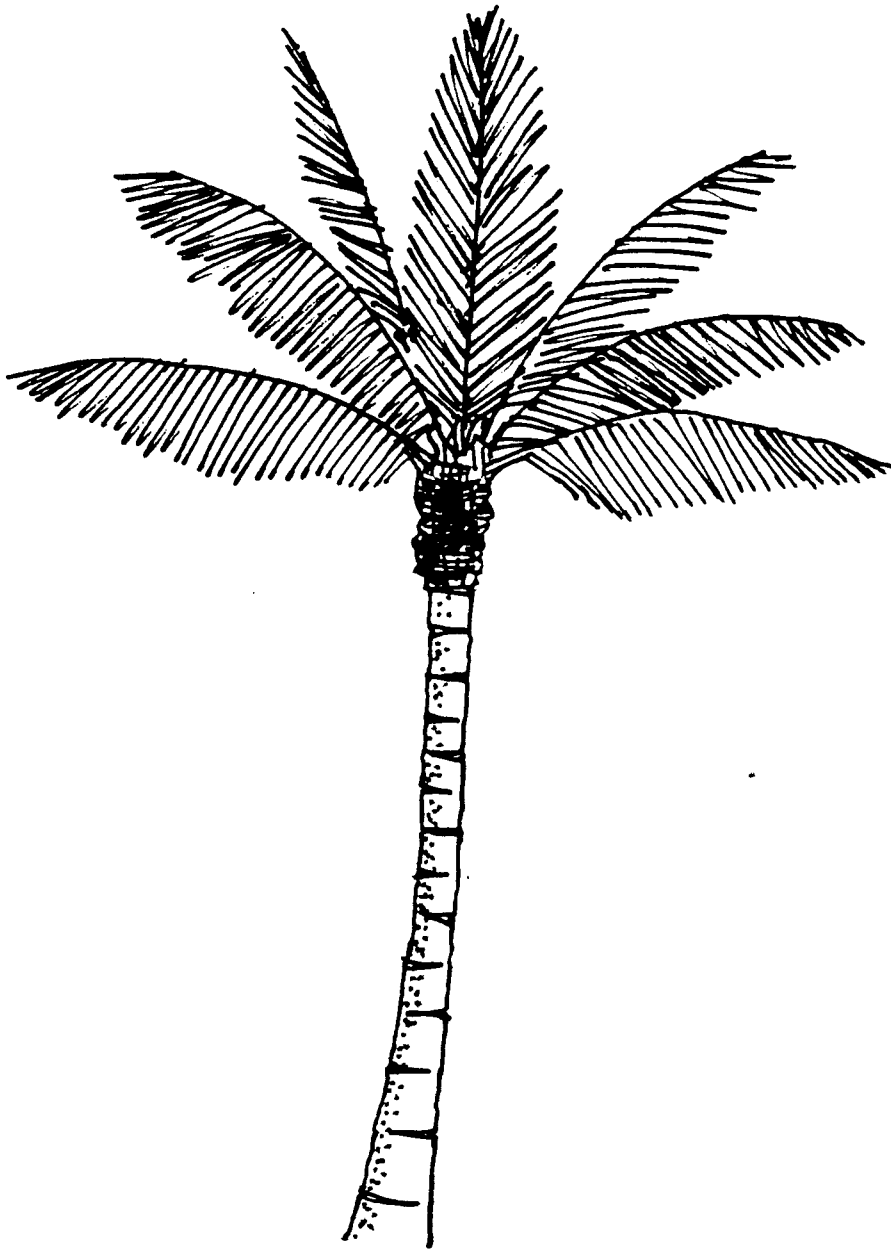
Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the class specification for the class TREE TRIMMER-TRUCK DRIVER approved on December 15, 1967.

DATE APPROVED:

Jan 11 1985 Clement L. Kamala
JAMES H. TAKUSHI
Director of Personnel Services



COCONUT PALMS
and SIMILAR

PROTECT CROWN
and ALL OTHER FRONDS
TO REMAIN FROM
INJURY.

REMOVE HANGING
BROWN, DYING
FRONDS and ALL
EXCESSIVE LOWEST
FRONDS. MAINTAIN
REMAINING LOWEST
FRONDS APPROXIMATELY
PARALLEL WITH GRADE.
TRIM FRONDS CLEANLY
CLOSE TO TRUNK.

REMOVE ALL
FLOWERS and FRUITS.
CLEANLY TRIM CLOSE
TO TRUNK WITHOUT
INJURY TO FRONDS
TO REMAIN.

PRESERVE FIBROUS
GROWTH BETWEEN
FRONDS.

EXERCISE CARE
USING CLIMBING
SPIKES TO MINIMIZE
INJURY TO TRUNK.



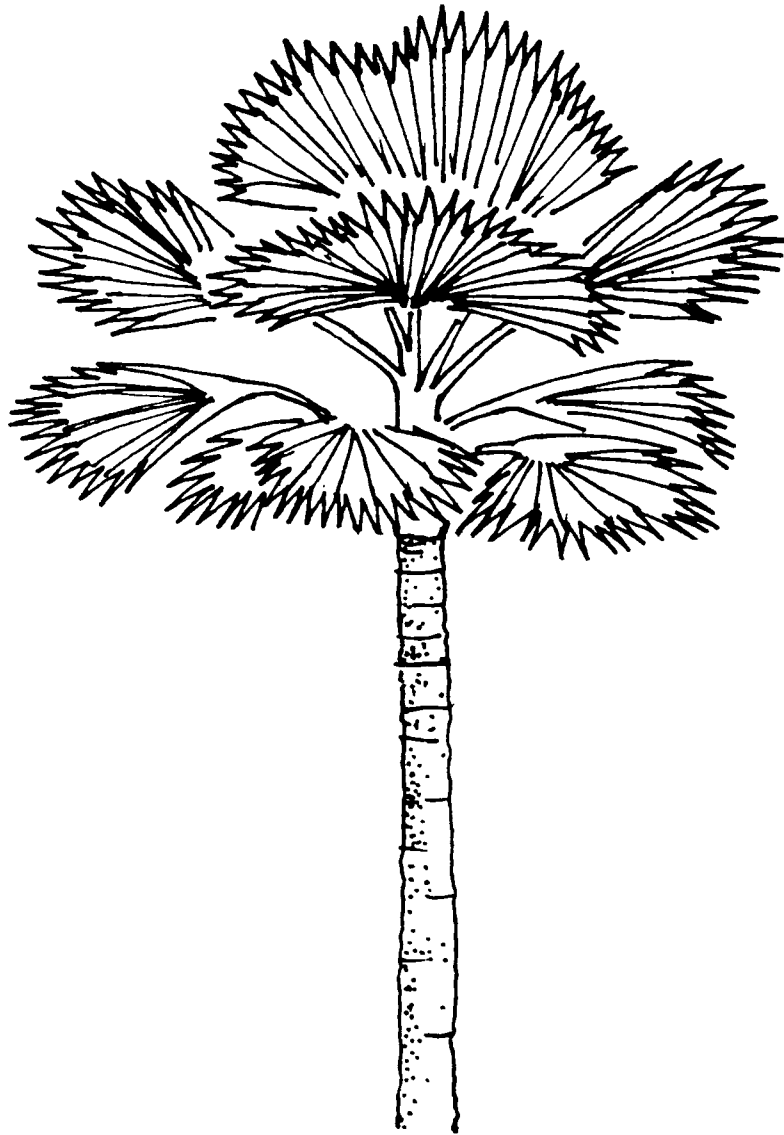
DATE PALMS
and SIMILAR

PROTECT CROWN
and ALL OTHER
FRONDS TO REMAIN
FROM INJURY.

REMOVE LOWEST HANGING
BROWN FRONDS. CLEANLY
TRIM CLOSE TO TRUNK
REMOVE OTHER FRONDS
ONLY AS DIRECTED.

REMOVE ALL FLOWERS
and FRUITS. CLEANLY
TRIM CLOSE TO TRUNK
WITHOUT INJURY
TO FRONDS TO
REMAIN.

USE OF CLIMBING
SPIKES IS NOT
ALLOWED.



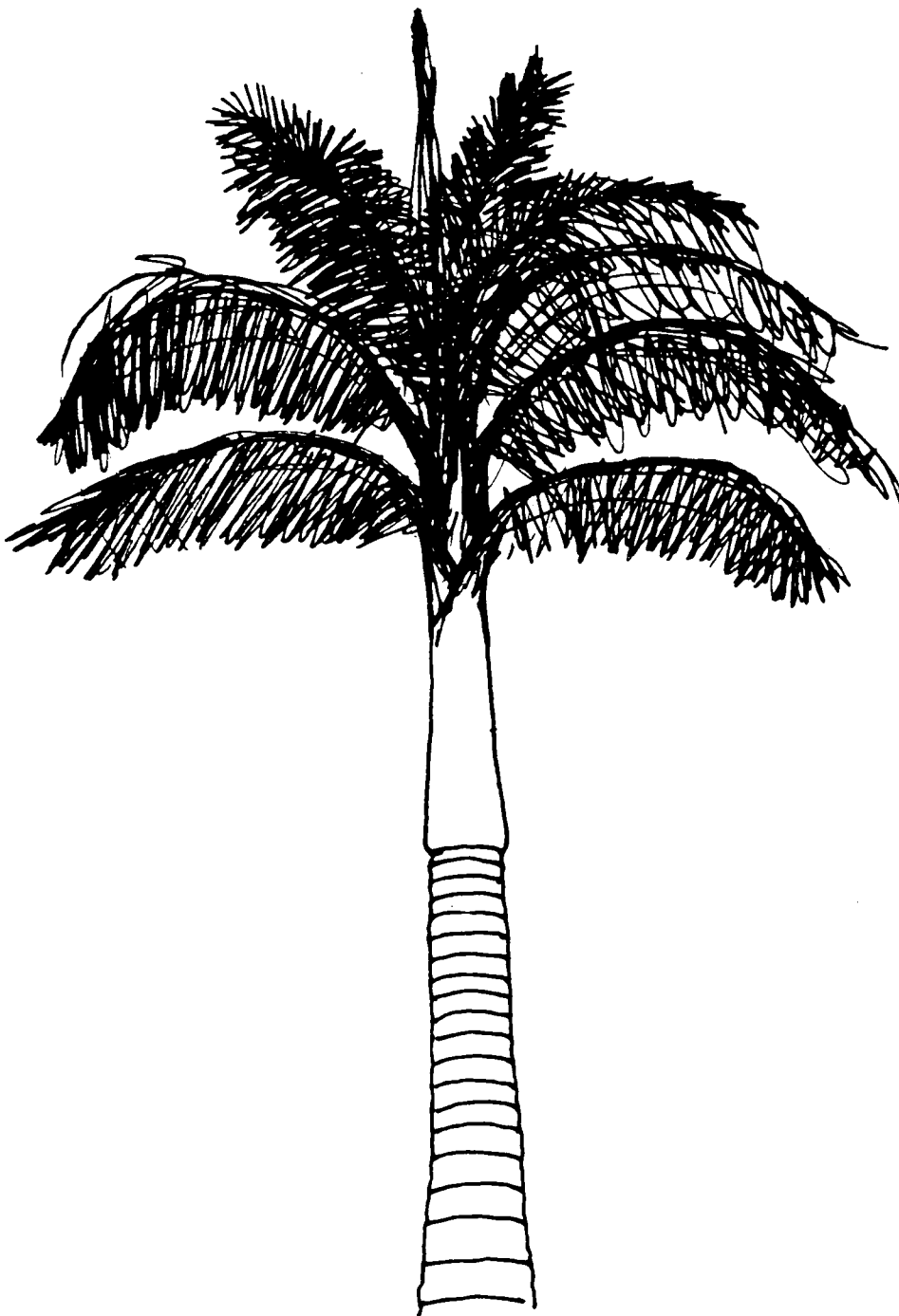
PROTECT CROWN
and ALL OTHER FRONDS
TO REMAIN FROM
INJURY.

REMOVE HANGING
BROWN FRONDS.
TRIM OFF CLEANLY,
FLUSH WITH TRUNK,
TRIM OTHER FRONDS
ONLY AS DIRECTED.

REMOVE ALL
FLOWERS and FRUITS.
TRIM OFF CLEANLY,
CLOSE TO TRUNK
WITHOUT INJURY
TO FRONDS TO REMAIN

USE OF CLIMBING
SPIKES IS NOT
ALLOWED.

LOULU PALMS
and SIMILAR



PROTECT CROWN
2d ALL OTHER
FRONDS TO REMAIN
FROM INJURY.

REMOVE HANGING
BROWN FRONDS
COMPLETELY.
REMOVE OTHER
FRONDS ONLY AS
DIRECTED.

COMPLETELY
REMOVE ALL
FLOWERS 2d FRUITS
TRIM FLUSH WITH
TRUNK.

USE OF CLIMBING
SPIKES IS NOT
ALLOWED.

ROYAL PALMS,
MANILA PALMS,
2d SIMILAR